

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: (2) Clinical Training Specialist	CLASSIFICATION CODE: 02820500
	SALARY RANGE: Gr. A30/\$48466-54864	REFERENCE POSITION NO.: 1255-10000-1 & 2
	Department or Agency Name Human Services	APPLICATION PERIOD: 5/24/06 - 5/31/06
	Division/Section/Unit Mgmt Svs./Staff Development	GRACE PERIOD: 6/5/2006
	Assignment(s) / Comments Please apply by resume only	
	Shift and Days: 8:30 - 4:00 NS / Monday - Friday	Job Location: Forand Building, 600 New London Avenue
	Restrictions/Limitations: None	Cranston
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: RIASSE, Local 580	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please see the attached duties	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: Possession of a Master's Degree in a human service field such as Social Work, Psychology, or in a closely related major; and	
	Experience: Such as may have been gained through: Employment in a state or private agency providing training of a clinical nature, and the provision of direct clinical services to clients.	
	Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. PLEASE SEND RESUME to:	
	Tammy L. Lonardo	Telephone #: 401-462-2481
	Dept of Human Services / Office of Human Resources	Fax #: 401-462-2041
	600 New London Avenue	TTY/TDD #: 401-462-3363
	Cranston, RI 02920	(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER



**Department of Human Services
Staff Development Office**

**(2) Clinical Training Specialists
1255-10000-1 & 2**

Duties and responsibilities include planning and delivering comprehensive in-service employee training for the Department of Human Services; determining training needs and coordinating the in-service training to address those needs; making periodic evaluations of Department programs relative to determining training needs either independently or in consultation with field personnel or policy and program specialists; preparing and procuring training materials such as manuals, tests, charts, tools or data for specific training programs or projects; developing training methods and techniques for implementation of new Departmental programs; scheduling Departmental training activities; conducting training sessions or arranging for subject matter specialists to conduct training sessions; planning and organizing course content for specialized agency needs in cooperation with appropriate subject matter specialists; evaluating, independently or with the assistance of field managers, the effectiveness of in-service training programs in improving employee work performance; preparing announcements containing information of proposed training programs and disseminating to all appropriate employees; and all other related duties as required.